



<b>Classification:</b> Staff Services Analyst (General)	<b>Position No.</b> 8000-5157-801
<b>CBID:</b> R01	<b>Office:</b> Administration
<b>Date Prepared:</b> May 20, 2019	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direct supervision of the Deputy Director, and the lead of the Assistant Deputy Director and Associate Governmental Program Analyst (the Division's Administrative Liaison), the incumbent performs work of average difficulty in a wide variety of consultative and analytical assignments, such as, but not limited to, contract agreement management; personnel analysis, budgeting; database management, and other administrative work. More specifically, the incumbent assists in the administration of the Division's Technical Support Contract; assists with a variety of administrative-related workload tasks and also provides support to and serves as a backup to the Administrative Liaison.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
30%	Performs consultative and analytical work relating to the review, preparation, development and management of the division's technical support solicitations, contracts, and work authorization documents. This includes serving as the Contract Agreement Manager of the Division's large, multi-year technical support contract, which requires interactions with all levels of management on contract related issues. Duties include reviewing and analyzing technical documents submitted by contractors to staff work authorizations reviewers, preparing all contract documents for approval including detailed analysis of scope of work, contract budget detail, accurate input of invoices into the Payment Information Management System online, and verifying that the monthly invoices and status reports are consistent with the budget and scope of work expected to ensure program objectives are met and the interests of the State are protected. Duties may include developing and tracking work authorizations; liaising with staff from the Contracts Office, Legal Office, other Divisions, and the Budget Office to ensure smooth processing of work authorizations and invoices and resolve any issues that may arise with documentation, invoices, or payment of vendors; and tracking contract expenditures and funding sources. (E)
25%	Serves as the primary preparer of the division's mission critical workplan funded procurements. These procurements are for the analytical tools (software, computer models, and data) the division's technical specialists use to prepare energy supply and demand forecasts and related analyses. The incumbent works with technical staff and supervisors regarding their existing needs or planned new acquisitions of such analytical tools, advises them of the appropriate procurement method (contract or purchase) and the documentation needed to acquire them. Research, analyze, and use independent

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

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	judgment and discretion to interpret and apply statutes, regulations, and policies and procedures in order to prepare the purchase requests in the Energy Commission's Purchase Request System, ensuring all required documentation is appropriately prepared, the correct workplan funding sources are identified, and the appropriate approvers are assigned in the system. The incumbent also liaisons with ITSB, BSO, Budget Office, Accounting, and vendors to ensure expeditious processing of requests and resolve any issues that may delay payment of vendors and thus potentially result in a cessation of data services and/or the inability of technical staff to use licensed computer models. Additionally, assists the Administrative Liaison and other division management staff with various administrative activities such as the preparation, processing, maintenance, and analysis of documents and tracking systems related to personnel transactions, purchasing, budgeting, and annual workplans, and other related workload. Serves as primary backup to the Administrative Liaison. (E)
15%	Provides project management and analytical support to SB 100 Joint Report and Joint Agency Workshops. Works with senior project manager to develop joint agency notices, agendas, and discussion scope for staff and joint agency workshops, develops master project plan, and track technical working group meetings and products. (E)
15%	Assists in the preparation of the EAD's formal reports by reviewing reports to ensure EAD's support staff are following the appropriate Energy Commission style formats and providing quality control of the presentation of these critical and public work products. Additionally, updates and maintains Division's section on EnergyNet. (E)
10%	Serves as Division coordinator for reviewing and improving various administrative processes and procedures. In coordination with the Administrative Liaison, division staff, and management, the incumbent is responsible for identifying deficiencies in existing unit, office, or division processes needing improvement. Works with others to then strategize, initiate or amend processes, then develops steps to implement improvements. Ongoing work includes ensuring that these processes are followed and revised as needed. (E)
5%	Performs other duties as required, consistent with the specifications of the classification. (M)

**WORKING CONDITIONS:** Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Some travel may be required to attend off-site meetings or to participate in workshops and hearings. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
Employee		Date	
Staff Services Analyst			
Siva Gunda		Date	
Deputy Director			